

CIVIL ENGINEERING ASSOCIATE

The City of Long Beach seeks qualified and motivated individuals to apply for Civil Engineer Associate. This employment opportunity offers a wide variety of exciting positions ranging from Airport, Development Services, Harbor Department (Port of Long Beach), and Water.

Development Services – Building and Safety Bureau

Under direction, performs professional engineering work in reviewing and approving the minor to regular design of buildings and structures; examines the architectural, structural, civil, grading and other relevant construction documents, plans and specifications for compliance with applicable laws and ordinances related to building regulations; produces correction lists, grants approvals, prepares correspondences, maintain records, computes fees, approves changes, and coordinates with other agencies or departments involved in the development and permitting process; provides assistance at the Permit Center's building counter; consults with or advises design professionals (i.e., engineers and architects), owners (i.e., property and business), and builders (i.e., developers and contractors) regarding their construction projects and related construction codes or regulations; communicates findings and recommendations both orally and in writing to assist professional and lay persons navigate the City's development and permitting process; assists with resolving issues that may arise; reviews the design of simple to minor construction projects at the Permit Center's plan check counter; assists nontechnical staff and other City personnel with the construction codes or regulations; and performs other related duties as required.

Harbor Department – Engineering Design Division

Under general direction, the Civil Engineering Associate performs general civil engineering design work including preliminary engineering, design, preparation of construction documents, provision of project construction support, and closeout phases of engineering projects in connection with the improvements and maintenance of POLB's infrastructures including roadway, storm drainage, water, sewer miscellaneous utilities, terminal development, rail, public works, buildings and other structures.

Examples of Duties:

- Performs record research, collects and organizes data, provides maps, and coordinates the investigation and testing of subsurface conditions;
- Assists Civil Engineer in the design and preparation of construction documents including plans, specifications and estimates (PS&E) for improvement projects under POLB's Capital Improvement and Maintenance and Repair Programs;
- Assists Civil Engineer in providing construction support during project construction;

- Assists Civil Engineer in the preparation of project reports such as Basis of Design/Project Study Report, Technical Memoranda, monthly project status reports, and miscellaneous project correspondence;
- Performs design reviews of reports, calculations, or other engineering design support documents.

Harbor Department - Construction Management Division

Under general supervision, performs engineering and construction management related work in the management of engineering projects and the administration of construction contracts. Prepares contract related documents for review and approval by others, including Requests for Proposal (RFPs), Contractor Potential Change Orders (CPCOs), Change Orders, Board Memoranda, and Weekly Construction Reports. Reviews, analyzes, and evaluates cost proposals, extra work costs, and costs related to potential claims submitted by the contractor. Creates cost estimates for extra work resulting from unforeseen conditions in order to issue CPCOs. Reviews and evaluates monthly contractor progress payments. Tracks quantities, using Excel spreadsheets, for various bid items to verify monthly project payment amounts are accurate. Tracks and maintains all "Daily Observation Reports" or "Time and Material Extra Work" forms and inputs them into Excel spreadsheets; finalizes costs for the extra work performed. Tracks daily construction work activities for the construction schedule. Reviews and processes "Design Directed Changes" and "Contract Design Clarifications" submitted by the designer; distributes drawings that have been revised to the Construction Management (CM) team and contractor. Reviews plans, specifications and construction work for conformance with industry standards and project requirements. Assists the Construction Manager in various day-to-day duties such as drafting and editing letters sent to contractor. Estimates costs, reviews contractor costs and makes recommendations. Performs other duties as assigned.